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16 November 1959

MEMORANDUM FOR: Members, OTR Educational Committee

SUBJECT : Training Report Forms

*1. new para.*

*2. At the first meeting of the OTR Educational Committee on 29 October 1959 it was agreed that PPS and AES would review and summarize the completed, trial training reports and the comments which have been submitted by the Schools to PPS concerning the proposed, one-page training report form.*

*3. With respect first to the trial reports and looking at these the trial reports from a supervisor's point of view, it is the consensus that they were all very well done and provided useful and pertinent information. In some instances it was evident that additional, detailed information could have been provided as is done in reporting forms currently in use.*

3. The comments received for the most part favored in principle the use of a simplified, standard, one-page form. Others concurred in the need for standardization but offered other suggestions as to the means of reporting most appropriate for specific courses. The most pertinent comments and questions are paraphrased as follows, with PPS-AES "answers" or explanations.